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NASA Procedural Requirements

NPR 4300.1A

Effective Date: July 19, 1999

Expiration Date: July 19,
2011**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: NASA Personal Property Disposal Procedural Requirements (Revalidated 2/17/06 with Change 1)**Responsible Office: Logistics Management Division**[| TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [Chapter8](#) | [Chapter9](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [ALL](#) |

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APPENDIX B**ANNUAL REPORT OF UTILIZATION AND DISPOSAL
OF DOMESTIC NASA PERSONAL PROPERTY**

NASA Center: _____ Page 1 of 2

Report Period: MM/DD/YY through MM/DD/YY

.....Section A - Dispositions.....

1. Beginning Balance \$____,____,____

2. Adjustments

a. Gains (+) \$____,____,____

b. Loss (-) \$____,____,____

3. Property Reported for Disposal Processing \$____,____,____

4. Utilization by

a. Generating Center \$____,____,____

b. Other NASA Centers \$____,____,____

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5. Determined NASA Excess \$____,____,____

6. Transferred For Use of

a. Other Federal agency by GSA \$____,____,____

b. Other Federal agency (w/o GSA Approval) \$____,____,____

7. Transferred for Disposal Processing by

- a. GSA \$____,____,____
- b. Defense Reutilization and Marketing Office \$____,____,____
8. Transferred to other (w/o GSA Approval) \$____,____,____
9. Donations
- a. Approved by GSA \$____,____,____
- b. to Public Bodies (w/o GSA Approval) \$____,____,____
10. Sold
- a. by GSA \$____,____,____
- b. by NASA or Agent \$____,____,____
11. Expended to Scrap \$____,____,____
12. Abandoned or Destroyed \$____,____,____
13. Ending Balance

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APPENDIX B continued

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**ANNUAL REPORT OF UTILIZATION AND DISPOSAL
OF DOMESTIC NASA PERSONAL PROPERTY**

NASA Center: _____ Page 2 of 2

Report Period: MM/DD/YY

.....Section B - Idle or Excess Property Acquired.....

14. From Other NASA Centers \$____,____,____

15. From Other Federal agencies \$____,____,____

.....Section C - Sale Proceeds.....

16. Usable Property Proceeds

a. Sold by GSA \$____,____,____

b. Sold by NASA or Agent \$____,____,____

17. áááááááááááá Scrap Property Proceeds

a. Sold by GSA \$____,____,____

b. Sold by NASA or Agent \$____,____,____

.....Section D - Remarks.....

Cost of Sales

Provide the cost to NASA for the sale of NASA property sold in line 10, 16, and 17 above. Cost include both

Government and contractor hours and associated tasks to complete the following:

áááááá\$ 10,000 - Clerical - data input, duplication, preparing invitation for bids and receipts.
 áááááá\$ 20,000 - Contract Administration - Sales Contracting Officer and Collection Officer(s).
 áááááá\$ 2,600 - Advertisement - flyers, electronic notices, newspapers, Commerce Business Daily
 áááááá\$ 40,000 - Warehousing - pulling and lotting, removing tags and markings, registration,
 auctioneer, recorder, scheduling pickup, testing and setups of computers, inventory
 property removal.
 áááááá\$ 3,000 - Security - gate house registration, guard during collection periods.
 áááááá\$ 5,000 - Supervision - management oversight.
 áááááá\$ **\$100,600 - Total Cost of Sales**

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Signature - Property Disposal Officer Date Prepared

Instructions for preparing the Annual Report of Utilization and Disposal of Domestic NASA Personal Property Appendix B, and proper recording of typical disposal actions are as follows:

On line 1, "Beginning Balance," enter the original acquisition cost of NASA domestic personal property undergoing disposal processing at the beginning of the reporting period. This will be the amount shown as the ending balance (line 15) of the previous year's report.

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On line 2a, "Adjustment Gains," enter value of changes that cause positive increases such as increased quantity or acquisition cost determined after the previous report was prepared. This may include corrections of errors or increases resulting from physical inventory. Report the net gains to the beginning balance figure (line 1) resulting from overages and corrections. Explain all net gains exceeding \$50,000 or greater than 10 percent of line 1, whichever is lower, under "Section D - Remarks" of the report.

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On line 2b, "Adjustment Gains," enter the value of changes that cause positive increases such as increased quantity or acquisition cost determined after the previous report was prepared. This may include corrections of errors or increases resulting from a physical inventory. Report the net loss to the beginning balance figure (line 1) resulting from shortage and corrections. Explain all net losses exceeding \$50,000 or greater than 10 percent of line 1, whichever is lower, under "Section D - Remarks" of the report.

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On line 3, "Property Reported for Disposal Processing," enter the original acquisition cost of all NASA-owned domestic personal property reported for disposal processing during the fiscal year, excluding property identified as foreign or exchange/sale. This includes component Facilities, onsite and offsite contractor-and grantee-held property. (NOTE: A warehouse receipt or acceptance of accountability by the PDO is not required.)

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On line 4a, "Utilization by Generating Center," enter the original acquisition cost of all NASA-owned domestic personal property transferred for use by organization at the generating NASA Center, including Component Facilities, cost reimbursement contractors and grantees, during the fiscal year. An example would be property accountable to the Johnson Space Center transferred for use to another organization at the Johnson Space Center or to a contractor at the White Sands Test Facility. The White Sands Test Facility is a Component Facility of Johnson Space Center. These various transfers should not be recorded on the report until all appropriate approval signatures, including the PDO obtained, and the property physically removed or shipped to the new accountable organization.

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On line 4b, "Utilization by Other NASA Centers," enter the original acquisition cost of all NASA-owned domestic personal property transferred from the generating NASA Center for use by organizations at the Jet Propulsion Laboratory or another NASA Center, including Component Facilities, cost reimbursement contractors and grantees,

during the fiscal year. These various transfers should not be recorded on the report until all appropriate disposal documentation is prepared, appropriate approval signatures, including the PDO obtained, and the property physically removed or shipped to the new accountable organization.

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On line 5, "Determined NASA Excess," enter the sum of lines 6a, 6b, 7a, 7b, 8, 9a, 9b, 9c, 10a, 10b, 11, and 12 if disposal records are not maintained in a computer system. For disposal records maintained in a computer system, enter the sum of the original acquisition cost of all NASA-owned domestic personal property records that have completed the internal NASA-wide screening period during the fiscal year minus transfer transactions entered on lines 4a and 4b accomplished after the internal NASA-wide screening period.

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On line 6a, "Transferred For Use of Other Federal Agency By GSA," enter the original acquisition cost of all NASA-owned domestic personal property transfers approved by GSA for use by another Federal agency, including cost-reimbursement contractors, cooperative and project grantees, during the fiscal year. These various transfers should not be recorded on the report until all appropriate disposal documentation is prepared, appropriate approval signatures obtained, and the property physically removed or shipped to the new accountable organization. The Standard Form 122 transfer document should have the approval signature of a GSA Utilization Specialist or oral approval from a regional GSA Utilization Specialist annotated according to Federal Property Management Regulations, 41 CFR 101-43.390-5(b).

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On line 6b, "Transfer For Use of Other Federal Agency (w/o GSA Approval)," enter the original acquisition cost of all NASA-owned domestic personal property transfers not approved by GSA for use by another Federal agency, including cost reimbursement contractors, cooperatives, and project grantees, during the fiscal year. These various transfers should not be recorded on the report until all appropriate disposal documentation is prepared, appropriate approval signatures obtained, and the property physically removed or shipped to the new accountable organization. The Standard Form 122 transfer document should have approval signature of the NASA PDO. The following transfers do not require prior approval by the GSA: Federal Supply Classification Group 70 property with an original acquisition cost of less than \$1million on a component basis; outdated Federal Supply Classification Group 70 property with an acquisition cost of \$1 million or more on a component basis; and reportable property with a total acquisition cost that does not exceed \$10,000, that was not reported to GSA, and NASA-wide internal screening has been completed; and nonreportable property with a total acquisition cost that does not exceed \$50,000, that was not reserved at NASA by the appropriate GSA regional office, and NASA-wide internal screening has been completed.

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On line 7a, "Transferred for Disposal Processing by General Services Administration," enter the original acquisition cost of all NASA-owned domestic personal property transferred to GSA for disposal processing including Federal screening, donation screening, and sales action. In this case, transferred means GSA accepts accountability for the property and the property is physically turned-in to a GSA storage site. Only the GSA, Personal Property Center, at Franconia, Virginia, performs these tasks and accepts accountability for the property. In all other cases, GSA does not accept accountability, and NASA is responsible for the property reported to GSA for utilization, donation, or sales action pending disposition. These transfers for disposal processing should not be recorded on the report until all appropriate disposal documentation is prepared, and received back from GSA with the appropriate approval signatures of GSA proving physical receipt of the property and acceptance of accountability. The appropriate transfer documents are a GSA-stamped, signed, and returned Standard Form 120, Standard Form 126, or a locally developed form previously approved by GSA. Any receipt discrepancies between GSA and NASA should be researched and, if not resolved, be recorded on line 2a or 2b of the report after appropriate Property Survey Board actions.

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On line 7b, "Transferred for Disposal Processing by Defense Reutilization and Marketing Office" enter the original acquisition cost of all NASA-owned domestic personal property transferred to a Defense Reutilization and Marketing Office for disposal processing including Federal screening, donation screening, sales action, and precious metals recovery. In this case, transferred means the Defense Reutilization and Marketing Office accepts accountability for the property and the property is physically turned-in to a Defense Reutilization and Marketing Office storage site. All NASA Centers participate in the precious metals recovery program, and several NASA Center have interagency support agreements with Department of Defense to accept physically NASA-owned property for further disposal processing and acceptance of accountability for the property. In all other cases in which GSA or a Defense Reutilization and Marketing Office does not accept accountability, NASA is responsible for the property reported to GSA for utilization, donation, or sales action pending disposition. These transfers for disposal processing should not be recorded on the report until all appropriate approval signatures from the Defense Reutilization and Marketing Office prove physical receipt of the property and acceptance of accountability. The appropriate transfer document is a Defense Reutilization and Marketing Office stamped, signed, and returned Department of Defense Form 1348-1,

Department of Defense Single Line Item Release/Receipt Document. Any receipt discrepancies between the Defense Reutilization and Marketing Office and NASA should be researched and, if not resolved, recorded on line 2a and 2b of the report after appropriate Property Survey Board action.

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On line 8, "Transferred to Other (w/o GSA Approval)," enter the original acquisition cost of all NASA-owned domestic personal property transferred to any other organization not provided for elsewhere on the report. The Standard Form 122 transfer document should have the approval signature of the NASA PDO. Any entry on line 8 of the report requires a complete narrative explanation in "Section D, Remarks" for each transaction. The narrative explanation must include the authority for the transfer, Federal Supply Classification Group of the property transferred, name, and addressee of transferee. (Note: The dollars reflected on this line representing transfers to educational institutions must match the Non-Federal Recipient Annual Report in Section 9.8)

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13. On line 9a, "Donations Approved by GSA," enter the original acquisition cost of all NASA-owned domestic personal property transfers approved by GSA for use by an eligible donee, during the fiscal year. These various transfers should not be recorded on the report until appropriate disposal documentation is prepared, appropriate approval signatures obtained and the property physically removed or shipped to other be transfer document is the Standard Form 123, Transfer Order Surplus Personal Property, and should have the approval signature of a GSA Donation Specialist according to Federal Property Management Regulations, 41 CFR 101-4.112.

On line 9b, "Donations to Public Bodies (w/o GSA approval)," enter the original acquisition cost of all NASA-owned domestic personal property transfers not approved by GSA for use by an eligible donee, during the fiscal year, in place of abandonment or destruction according to Federal Property Management Regulations, 41 CFR 101-44.7 and 101-45.9. Do not include transactions approved by GSA under Federal Property Management Regulations, 41 CFR 101-44.2 through 101-44.5, that should be recorded on line 9b of the report. These various transfers should not be recorded on the report until all appropriate disposal documentation is prepared, appropriate approval signatures obtained, and the new property physically removed or shipped to the new accountable organization. The appropriate transfer document is the Standard Form 123, Transfer Order Surplus Personal Property, and should have the approval signature of the NASA PDO. Any entry on line 9c of the report requires a complete narrative explanation and must include the authority for the transfer, Federal Supply Classification Group of the property transferred, name, and address of transferee.

On line 10a, "Sold by GSA," enter the original acquisition cost of all NASA-owned domestic surplus personal property sold that GSA conducted the sales and was the authorized contracting officer. Do not include any sales of property identified as foreign or exchange/sale. These various sales should not be recorded on the report until all appropriate disposal documentation is prepared, appropriate approval signatures obtained, the purchaser pays for the property, and the property is removed physically by the purchaser. The appropriate sales documents include Optional Form 16, Sales Slip; GSA Form 27, Notice of Award; and the GSA Sales Automation System (SASy) version of the GSA Form 27, Purchaser's Receipt and Authority to Release Property (printed on GSA letterhead paper). All of these sales documents should have the approval signature of GSA Sales Contracting Officer.

On line 10b, "Sold by NASA or Agent," enter the original acquisition cost of all NASA-owned domestic surplus personal property sold that NASA or a NASA Agent, including delegations to the Department of Defense, conducted the sales and was the authorized Sales Contracting Officer. This includes purchase or retention at cost by prime contractor or subcontractor of contractor-acquired property as provided for in Federal Acquisition Regulations, 48 CFR 45.605.1. Do not include any sales of property identified as foreign or exchange/sale. These various sales should not be recorded on the report until all appropriate disposal documentation is prepared, appropriate approval signatures obtained, the purchaser pays for the property and the property is removed physically by the purchaser. The appropriate sales documents include Optional Form 16, Sales Slip, and GSA Form 27, Notice of Award. All these sales documents should have the approval signature of a Federal employee as the Sales Contracting Officer. For NASA sales conducted by Department of Defense, resulting from delegation of plant clearance, this information can be obtained from Standard Form 1424, Inventory Disposal Report.

On line 11, "Expended to Scrap," enter the original acquisition cost of all NASA-owned domestic personal property

removed from the NASA property recorded by expending to scrap during the year. Include the acquisition cost of generations of waste or production scrap. These values should have also been recorded during the current fiscal year or previous years in line 3, "Property Reported for Disposal Processing," of the report. Do not include on line 11, any scrap or salvage condition property transferred, donated, abandoned or destroyed, or sold as an individual item and as such should be properly listed in the appropriate line elsewhere in the report. This expended to scrap line on the report means the property will now be dispensed by weight, generally by sales action to a term contractor. These various expended to scrap transactions should not be recorded on the report until all appropriate disposal documentation is prepared, appropriate approval signatures obtained, the property is removed from the NASA property records as an identifiable individual item and the property is physically removed to the appropriate scrap collection or storage area.

On line 12, "Abandoned or Destroyed," enter the original acquisition cost of all NASA-owned domestic personal property disposed of by abandonment or destruction. Include the acquisition cost of generations of waste of hazardous materials disposed of by other NASA organizations such as safety and environment. These values should have also been recorded during the current fiscal year or previous years in line 3, "Property Reported for Disposal Processing," of the report. These various abandoned or destroyed transactions should not be recorded on the report until all appropriate disposal documentation and actual destruction of the property before entering the transaction on the report.

On line 13, "Ending Balance," enter the original acquisition cost of NASA domestic personal property undergoing disposal processing at the end of the reporting period. This will be the sum of lines 1, 2a, and 3; minus the sum of lines 2b, 4a, 4b, 6a, 6b, 7a, 7b, 8, 9a, 9b, 9c, 10a, 10b, 11, and 12. Line 13= (lines 1+2a+3)-(lines 2b+4a+4b+6a+6b+7a+7b+8+9a+9b+9c+10a+10b+11+12). This equation treats all the figures as positive numbers although each disposal disposition transaction (e.g., line 2b, Adjustment Loss) could be viewed as a negative value. Note that line 5, "Determined NASA Excess," is not used in this calculation.

On line 14, "Idle or Excess Property Acquired From Other NASA Centers," enter the original acquisition cost of all NASA-owned domestic personal property transferred for use by organizations at the acquiring NASA Center, from the Jet Propulsion Laboratory and other NASA Centers, including Component Facilities, cost reimbursement contractors and grantees, during the fiscal year. A valid example would be Johnson Space Flight Center acquiring idle or excess property from the Marshall Space Flight Center or any Wallops Flight Facility contractor. Johnson Space Center acquiring idle or excess property from a Johnson Space Center contractor at the White Sands Test Facility would be recorded on line 4a of the report instead of line 14. These various transfers should not be recorded on the report until all appropriate disposal documentation is prepared, appropriate approval signatures including the PDO obtained and the property physically received by the new accountable organization.

On line 15, "Idle or excess Property Acquired From Other Federal Agencies," enter the original acquisition of all idle or excess personal property owned by another Federal agency, including cost-reimbursement contractors, cooperative and project grantees, transferred to the NASA Center, including NASA Component Facilities, contractors, cooperative and project grantees, during the fiscal year. These various transfers should not be recorded on the report until the appropriate disposal documentation, Standard Form 122, is prepared, appropriate approval signatures obtained (including the PDOs) and the property physically received by the new accountable NASA organization.

25. On line 16a, "Sale Proceeds Usable Property Sold by GSA," enter the sales proceeds from sales of all NASA-owned domestic usable surplus personal property, in which GSA conducted the sales and was the authorized contracting officer. For the purposes of this report, property will be considered usable, when described and sold as an item or group of items versus describing and selling one lot by weight for its material content only. Do not include any sales of property identified as foreign or exchange/sale. These various sales should not be recorded on the report until all appropriate disposal documentation is prepared, appropriate approval signatures obtained, the purchaser pays for the property, and the property is removed physically by the purchaser. The appropriate sales documents include Optional Form 16, Sales Slip; GSA Form 27, Notice of Award; and the GSA Sales Automation System (SASy) version of the GSA Form 27, Purchaser's Receipt and Authority to Release Property printed on GSA letterhead paper. All of these sales documents should have the approval signature of the GSA Contracting Officer.

On line 16b, "Sale Proceeds Usable Property Sold by NASA or Agent, , " enter the sale proceeds from sales of all NASA-owned domestic usable surplus personal property sold, in which NASA or a NASA agent, including delegations to the Department of Defense, conducted the sales and was the authorized Sales Contracting Officer. This includes purchase or retention at cost by prime contractor or subcontractor of contractor-acquired property as provided for in FAR 45.605-1. For the purposes of this report, property will be considered usable, when described and sold as an item or group of items versus describing and sell as one lot by weight for its material content only. Do not include any sales of property identified as foreign or exchange/sale. These various sales should not be recorded on the report until all appropriate disposal documentation is prepared, appropriate approval signatures obtained, the purchaser pays for the property and the property is removed physically by the purchaser. The appropriate sales documents include Optional Form 16, Sales Slip; and GSA Form 27, Notice of Award. All these sales documents should have the approval signature of a Federal employee as the Sales Contracting Officer. For NASA sales conducted by Department of Defense, resulting from delegation of plant clearance, this information can be obtained from Standard Form 1424, Inventory Disposal Report.

On line 17a, "Sale Proceeds Scrap Property Sold by GSA," enter the sale proceeds from sales of all NASA-owned domestic surplus personal property sold as scrap, in which GSA conducted the sales and was the authorized contracting officer. For the purposes of this report, property will be considered sold as scrap, when described and sold as one lot by weight for its material content only versus describing and sell as an item or group of items. This includes GSA term cost- reimbursement contractors for the sales of waste paper, scrap metal, used tires, and used batteries. To determine the proceeds for property sold by term contractors, the weight tickets for property removed during the fiscal year would be multiplied against the appropriate award price for each type of material as stated in the term contract. Do not include any sales of property identified as foreign or exchange/sale. These various sales should not be recorded on the report until all appropriate disposal documentation is prepared, appropriate approval signatures obtained, the purchaser pays for the property and the property is removed physically by the purchaser. The appropriate sales documents include Optional Form 16, Sales Slip; GSA Form 27, Notice of Award; and the GSA Sales Automation System version of the GSA Form 27, Purchaser's Receipt and Authority to Release Property printed on GSA letterhead paper. All of these sales documents should have the approval signature of a GSA Sales Contracting Officer.

On line 17b, "Sales Proceeds Scrap Property Sold by NASA or Agent," enter the sale proceeds from sales of all NASA-owned domestic surplus personal property sold as scrap, in which NASA or a NASA agent, including delegation to the Department of Defense, conducted the sales and was the authorized Sales Contracting Officer. For the purposes of this report, property will be considered sold as scrap, when described and sold as one lot by weight for its material content only, versus describing and selling as an item or group of items. This includes term cost- reimbursement contractors for the sale of waste paper, scrap metal, used tires, and used batteries. To determine the proceeds for property sold by such term contractors, the weight tickets for property removed during the fiscal year would be multiplied, minus material as stated in the term contract. This includes purchase or retention at cost by prime contractor or subcontractor of contractor-acquired property as provided for in FAR, 48 CFR 45.605-1. Do not include any sales of property identified as foreign or exchange/sale. These various sales should not be recorded on the report until all appropriate disposal documentation is prepared, appropriate approval signatures obtained, the purchaser pays and removes the property. The appropriate sales documents include Optional Form 16, Sales Slip; and GSA Form 27, Notice of Award. All of these sales documents should have the approval signature of a Federal employee as the Sales Contracting Officer. For NASA sales conducted by Department of Defense, resulting from delegation of plant clearance, this information can be obtained from Standard Form 1424, Inventory Disposal Report.

In "Section D - Remarks," enter the appropriate narrative explanation for entries on line 2a, "Adjustment Gains"; line 2b, "Adjustment Loss"; line 8, "Transferred To Other (w/o GSA Approval)"; line 9b, "Donations to Public Bodies (w/o GSA Approval)"; and line 9c; "Donations To Other (w/o GSA Approval)." In addition, provide the cost for the Center to conduct each type of sale. Sales Cost should include both Government and contractor hours and associated tasks to complete the following:

Clerical - data input, duplication, preparing invitation for bids and receipts. Contract Administration - Sales Contracting Officer and Collection Officer(s). Advertisement - flyers, electronic notices, newspapers, Commerce Business Daily. Warehousing - pulling and lotting, removing tags and markings, registration, auctioneer, recorder, scheduling pickup, testing/set ups of computers, inventory, property, removal. Security - gate house registration,

guard during collection periods. Supervision - management oversight.

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